

# **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Workplace Wellness Program**

**Regulation and Procedure  
Number: URP: 05.440**

**Policy Owner: Finance and Administration**

## **POLICY STATEMENT**

Texas Woman's University will establish a Workplace Wellness Program to foster the adoption of a wellness culture that promotes the benefits of improved health. This policy allows for two types of wellness leave available to benefits eligible employees.

## **APPLICABILITY**

This policy is applicable to benefits eligible staff and faculty of Texas Woman's University.

## **DEFINITIONS**

1. "Full-Time Benefits Eligible Staff Employee" means a regular full-time (100% FTE) staff employee who is employed to work for a period of at least four and one-half months, excluding students employed in positions which require student status as a condition of employment and is employed with a normal schedule of forty hours per week.
2. "Staff" means a regular full-time (100% FTE) staff and regular part-time (50%-99% FTE) staff who is employed to work for a period of at least four and one-half months, excluding students employed in positions which require student status as a condition of employment. Regular employment may be:
  - a. Full-time, with a normal schedule of forty hours per week; or
  - b. Part-time, with a normal schedule of at least twenty but less than forty hours per week.
3. "Faculty" means a regular full-time (100% FTE) faculty and regular part-time (50%-99% FTE) faculty who is employed to work a period of at least four and one-half months.

## **REGULATION AND PROCEDURE**

## I. Eligibility for the Workplace Wellness Exercise Program

All full-time benefits eligible staff employees of Texas Woman's University are allowed voluntary participation in the Workplace Wellness Exercise Program. To participate in the Workplace Wellness Exercise Program, staff employees must complete the Workplace Wellness Program Request form and obtain supervisor approval.

### A. Activities

1. Exercise Program: An additional 30 minutes no more than three (3) times a week is applicable for participating in activities associated with or physically located in the TWU Fitness Center, and other approved activities on campus such as walking, jogging, and yoga, and TWU-sponsored programs, including but not limited to health fairs, financial seminars, and wellness seminars.

## II. Eligibility for the Workplace Wellness Leave Credit Program

Faculty and staff of Texas Woman's University are allowed voluntary participation in the Workplace Wellness Leave Credit Program.

### A. Activities

1. The Workplace Wellness Leave Credit Program offers eight (8) hours of paid time (pro-rated for benefits eligible part-time faculty and staff) upon completing a physical exam and an online health risk assessment each fiscal year, beginning September 1 and ending August 31. Documentation must be provided for the current fiscal year using this date range.

### B. Procedures

1. To take a health risk assessment, faculty and staff will log into their [healthselectoftexas.com](http://healthselectoftexas.com) account, select the Wellness Resources tab, and then the Buena Vida tab to take the health assessment offered by the Employees Retirement System ("ERS"). Upon completion, employees will download the required certificate.
2. Faculty and staff must provide documentation of the physical exam and health risk assessment to the TWU Benefits Team. The documentation provided may not contain personal medical information such as diagnoses, results, etc.
3. Once the documentation has been verified and the leave hours have been allocated, the TWU Benefits Team will confirm by email to the employee and their supervisor that the employee has

been awarded the leave credit.

4. To use the leave, the employee may then designate the approved leave as Emergency Leave with "Wellness" as the reason code.

### III. Responsibilities

- A. Participation in the Exercise Program and the use of Wellness Leave Credit hours must be approved in advance by the employee's supervisor and must be entered into the time sheet as TWU Wellness Leave.
- B. Sick leave must be used to attend physical examinations if the appointment is scheduled during normal working hours.
- C. Employees must request approval for participation each fiscal year in the Exercise Program and at any time the employee wants to request a change in their established exercise schedule. Supervisors are encouraged to grant approval subject to scheduling and workload requirements of the department.
- D. The scheduling of exercise time and using the eight-hour (8-hour) Wellness Leave Credit is at the supervisor's discretion. Any abuse of this privilege may make the employee ineligible for further participation and may result in disciplinary action including suspension or discharge.
- E. Any appeals to this policy or procedure should be addressed through the employee's supervisor and additional managers through the chain of command. The final determination of appeals will be made at the Department Head level.

### IV. Attendance Tracking

When an employee is approved for the Exercise Program or the Wellness Leave Credit, the time must be entered into Oracle Cloud. Exempt and non-exempt employees are required to record time on the time sheet.

### V. Injury

- A. Employees injured while participating in the Exercise Program are not eligible for workers' compensation benefits unless their participation in the event was in the course and scope of their job duties and employment.
- B. All persons who intend to participate in an Exercise Program are encouraged to consult with a physician before beginning physical activity.

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## **REFERENCES**

Texas Government Code §664.061(1)

Texas Insurance Code Chapter 1551

## **FORMS AND TOOLS**

[TWU Workplace Wellness Program Request](#)

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